

ADMINISTRATIVE - INTERNAL USE ONLY

21 April 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 21 April 1983 (U)

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Executive Dining Room: The dining tables in the Executive Dining Room have a new look, with the recent purchase of salt and pepper shakers, candles, sugar bowls, salad bowls, and bread baskets. In addition, a new type of bread was served on Tuesday, 19 April -- toasted Italian cheese bread. It is hoped that the new additions will be attractive to the members. (U)

b. Relocation of the Office of Equal Opportunity (OEE0): Furniture and equipment were delivered and set up for approximately 18 work stations in Ames Building for the OEE0 during the evening of 14 April, and the OEE0 element was relocated from Chamber of Commerce Building to Ames Building on 15 April. (U) STAT

c. FBIS [] Support: Typesetting for two of the FBIS Daily Reports from computer tapes produced at FBIS on the [] program continues to be successful. After a full week of production, no serious problems have surfaced at P&PD. Concurrent with the switch-over to typesetting, all eight Daily Reports are being imaged on the EOCOM platemaker. It has now been three weeks since installation of the new laser tube for this device, and all power supply and imagery problems appear to have been resolved. (AIUO)

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e. Discrepancy with Locking Mechanism in Agency Approved Cash Boxes: The Office of Logistics was advised that two Agency components had experienced "lock-outs" with the [redacted] cash box (one of the two approved containers for the storage of official funds). [redacted]

f. LIMS: The Steering Committee met on 15 April for an update on project developments. ODP personnel used the MBO format in providing status and also briefed the Committee on the current development contract award situation.

The Agency Contract Review Board met on 19 April to discuss and subsequently endorse the award of the development contract to [redacted] Following DDA briefings on the LIMS MBO and approval to contract, final negotiations and contract award will be initiated the week of 25 April. (U)

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3. Significant Events Anticipated During the Coming Week:

Road Improvement: Members of the Virginia Department of Highways and Transportation will place traffic counters around the Route 123 entrance during the week of 25 April 1983. The purpose is to update survey information for use in designing road improvements associated with the New Building Program. (U)

[redacted]

Daniel C. King *for*

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